

**City of Chattanooga, TN**  
**Personnel Class Specification**

*Class code 0076*

**FLSA: Exempt**

**CLASSIFICATION TITLE: DEPUTY ADMINISTRATOR, FINANCE OFFICER**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to assist the Finance Administrator in ensuring the fiscal strength and integrity of the City and compliance with applicable rules and regulations by which the City is governed. Duties and responsibilities include, but are not limited to: supervising division managers; issuing bonds and maintaining fiscal operations to secure optimum financial ratings; developing operating procedures for departments; monitoring compliance with federal, state and local regulations; and performing other duties as required.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Assumes duties and responsibilities of division administrator as required in his/her absence; maintains accountability for all actions taken while serving in this capacity.

Maintains compliance with federal, state, and local regulations and ordinances; applies general accepted accounting principles (GAAP) to develop and write procedures and make management decisions.

Provides financing for the City through the issuance of bonds, loans, and notes; maintains and reports the fiscal operations of the City to bond rating agencies and financial investors in a manner that assures the most favorable ratings; prepares continuing disclosure documents for bond holders.

Formulates operating policies and procedures for assigned departments and divisions; reviews existing policies and makes changes and/or updates as necessary to enhance and improve operating functions.

Directs division heads and departmental management in the overall operations of fiscal and financial functions; provides advice and expertise to management as needed; makes suggestions for changes when warranted.

Assists in the formulation of the annual budget; directs the research and collection of financial data; reviews annual budget report and analyzes data and other information; makes projections and forecasts; prepares reports as necessary and required; presents oral and written summaries Mayor, City Council members, and other officials as directed.

Approves all expenditures as affirmed by the Mayor and City Council members; ensures spending is maintained within budgetary guidelines; advises supervisor and/or council members of adjustments and/or changes.

Prepares annual financial reports and written overview of the financial operations and economic status of the City; analyzes financial data and utilizes past and present information to make projections; reports findings and recommendations to appropriate individual(s).

Develops request for proposals (RFPs) for various professional services, auditing, and other services required by the City; evaluates proposals received and makes recommendations to finance administrator and/or Mayor and City Council; meets with external agencies and organizations to discuss proposals to provide products and/or services.

Evaluates and purchases major capital items relating to operations of the department; assesses and makes recommendations concerning requests for appropriations made by internal divisions and external agencies.

Receives personnel grievances; remains unbiased and listens to evidence provided; documents records according to City policy and maintains files for future reference.

Recommends personnel actions such as promotions, demotions, transfers, hires, terminations, and other related issues.

Attends City Council meetings as requested; represents the City at external functions; provides feedback to management.

Listens and responds to concerns by the public; answers questions and provides information where necessary regarding fiscal functions and operations.

Responds to special requests and projects issued by the Mayor and City Council.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in business administration, public administration, accounting, finance or closely related field required; Master's degree in related area preferred;

supplemented by six (6) to nine (9) years previous experience and/or training that includes progressively responsible financial management, to include accounting and/or auditing, preferably in the public sector is required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.